National Historical Machinery Association Inc

Rally Handbook

and

Safety Management System

March 2026

NOTE: Printed version is uncontrolled.

The latest version of this document can be found on the NHMA website at:

http://nhma.com.au/safety/

March 2026
Updated insurance values and dates

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Introduction:

Welcome to the NHMA Rally Handbook and Safety Management System.

In preparing this handbook we have drawn on existing NHMA material as well as material from other Australian and international organisations with experience in holding events, broadly similar to those hosted by NHMA clubs.

Those of you who are familiar with the old NHMA safety guidelines will notice some changes in this document. You should find this both a more user friendly approach and a better suite of tools to help you organise and run a successful event. The Safety Management elements of this document also apply to any activities that clubs may undertake such as working bees for restoration, maintenance or other activity that is not necessarily a rally.

This document provides the Rally Coordinator with what we believe are best practice approaches to managing risk. It does this by providing safety guidelines, differentiating between ***operating*** and static displays, providing recommendations on how junior members might gain experience and covers some activities that NHMA has not specifically covered in its previous guidelines.

As you work your way through the document you will notice a series of statement types:

Must – This is usually because it is a requirement of legislation, regulation or a requirement for NHMA to be able to obtain cost effective insurance.

Should – This is where we believe that the alternative offered represents best practice and we recommend that you follow the recommendation. Where the Rally Coordinator or club has an alternate method or system then that may also be employed.

Operating – We include this as there is usually a significant different in the risk associated with an operating display as opposed to a static one, or when an operating display has been shut down.

Risk assessment – Where the Rally Coordinator, having adequately assessed the risk and mitigation measures, deems the activity to be safe to carry out or, if not, may decide that the activity/operation can be static only etc.

You will also see the term ***Rally Coordinator***. This is a role deemed to have overall management of the event. The Rally Coordinator may be an individual, or it may be an organising committee. Whatever the makeup is, we have used this single term throughout.

This handbook also includes a ***Work Health and Safety Policy***, a ***Working with Children Statement***, and a ***Responsible Consumption of Alcohol Statement***. These represent the NHMA's views. We would strongly suggest that each member club develop their own documents using these as templates.

You will note several appendices to the document which includes sample risk assessments and risk assessment forms. We have provided these as templates, however if any club has their own existing format or wishes to use another format, there is no problem from NHMA's perspective. The key issue is that any risk assessment should be documented, and we believe that the template provided will help you do that. Experience with clubs that regularly use this process has been that once a risk assessment has been done, and kept on file, it can be brought out at the next rally and modified to reflect any changes, rather than having to start from scratch.

Lastly, this document should be seen as a "live" document. It will change and be added to over time as additional resources and information become available. The latest version can be found on the NHMA website.

Work Health and Safety Policy

Goals

This policy:

- shows the commitment of NHMA and Member Clubs management and members to health and safety
- aims to remove or reduce the risks to the health, safety and welfare of all members, volunteers, contractors and visitors, and anyone else who may be affected by our activities
- aims to ensure all work activities are done safely.

Responsibilities

Management (Member Club Committee) is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and equipment in safe condition
- facilities for the welfare of all members
- any information, instruction, training and supervision needed to make sure that all members are safe from injury and risks to their health

NHMA Member Club Members are responsible for:

- ensuring their own personal health and safety, and that of others at the rally ground and/or the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by the Rally Coordinator or safety officer, for health and safety

We expect visitors, volunteers, and contractors to:

- Show proof of Insurance if a visiting club is not a NHMA member club
- Comply to all NHMA Safety Procedures and Policies
- Comply to all State Relevant WHS Regulations
- Comply with any club/site specific directions to ensure the safe conduct of any rally or sanctioned workplace

Application of this policy

We seek the co-operation of all volunteers, NHMA Member Clubs Members, Patrons, Non NHMA Clubs Members and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all activities.

Signed Peter Garnham

President NHMA:

Date:

May 2022

Date to be reviewed:

May 2023

NHMA encourages all clubs to either adopt this Policy, or use it as a template for their own Safety Policy

Working With Children Statement

The National Historical Machinery Association Inc. is committed to the safety & wellbeing of children under 18years of age and who are participants in any rally/event under the control of the NHMA and its member clubs. The Association will take steps to ensure a child safe environment is always maintained.

Children have a right to grow up in healthy communities. The NHMA and its member clubs have a responsibility to promote the safety and welfare of every child having contact with the Association through authorised activities and to work in a coordinated and co-operative way to ensure protection and timely intervention where children are at risk of harm.

The Association aims to protect children from any club activity that may pose harm or risk of harm, therefore, in all actions and decisions concerning children, the safety, welfare and wellbeing of the child ***must*** be the paramount consideration.

In deciding what action is necessary to take (whether by legal or administrative process) in order to protect the child from harm, the course to be followed ***must*** be the least intrusive intervention in the life of the child and his or her family that is consistent with the paramount concern to protect the child from harm and promote the child's development.

The following procedures cannot cover every potential child protection risk. The Association and each member club promoting activities for children ***must*** conduct an annual child protection risk review - this should be documented and recorded as part of the NHMA Committee of Management and member club Minutes.

NHMA member clubs hosting events should respect WWC legislation that applies in the State where the event is being held.

Child protection risks may occur between children and young adult participants. Special care should be taken where activities include young adults (18yrs or over), with children (under 18 yrs.).

Any child related incident reported to the NHMA or any NHMA member club ***must*** be reported to the police.

The Working With Children Check:

Arrangements for obtaining a WWC check vary in each State. Member clubs operating the program ***must*** make themselves familiar with the legislation in their State and ensure compliance.

In most States, a WWC check is only required for longer term work with children. Each member club ***must*** assess the need to obtain and manage the WWC check before they participate in their activities. It is desirable to eliminate all risks to children participating in the activities rather than rely on a WWC check.

Summary:

In most States, a WWC check is only required for longer term activities with children, and activities specifically designed for children. However, it is advisable that member clubs seek further advice from www.workingwithchildren in their State.

Responsible Consumption of Alcohol Statement

NHMA supports the responsible consumption of alcohol as it is an important factor, not only in the safe operation of heritage plant and equipment, but in the way the public and regulators view our hobby, our clubs, and their members.

NHMA has a zero tolerance in relation to illicit drugs. All plant and machinery operators ***must*** be "fit for duty" at all times whilst operating their exhibits.

NHMA encourages all clubs to adopt a Responsible Consumption of Alcohol Statement or Policy and to make it known to its members and all exhibitors at its events.

It is the NHMA's position that:

- Heritage plant and equipment exhibitors should not consume alcohol at the rally venue whilst the event is open to the public.
- There is no consumption of alcohol in compounds whilst exhibits are operating.
- There is no consumption of alcohol whilst operating any heritage plant or machinery at the rally venue.
    - In certain circumstances government regulation requires a low or zero blood alcohol level to operate heavy plant or machinery, or to drive trucks. There is no differentiation as to whether it is being used commercially, displayed at a rally, or on full or historic registration.
    - ***Further information can be found in Appendix 5***.
- Consumption of alcohol should be avoided during set up and pack up as these activities have increased risk of injury, without the compounding factor of alcohol.
- The Rally Coordinator should make themselves familiar with any local or state laws that may be in force, relating to the rally venue in relation to the consumption of alcohol.

Once the rally has closed to the public for the day, exhibitors may consume alcohol, provided, in the opinion of the Rally Coordinator or safety officer, they remain "fit for duty" and do no present a hazard to themselves or others. Anyone driving mobile plant after hours should restrict their alcohol consumption to remain under 0.05, unless government regulation requires a lower or zero blood alcohol level for the plant being driven.

All exhibitors are reminded that if they drive any form of plant or vehicle on a public access road, they are subject to the normal road rules in and ***must*** have a blood alcohol level under 0.05.

Clubs may consider designating certain areas of their rally "alcohol free zones" either for the whole event or whilst it is open to the public.

NHMA recognises that tractor treks are carried out on public roads and therefore the normal road rules apply in terms of alcohol consumption. However, NHMA strongly recommends that tractor trek organisers do not allow the consumption of alcohol until the day's destination has been reached and the drivers are "in camp".

The Rally Coordinator should ensure that the club's alcohol consumption policy is a topic for each day's safety briefing.

This statement applies to any club sanctioned activity.

1. Rally Planning and Site Preparation

a. Date and Location of Rally

Once a provisional date and location of an rally have been fixed, these should be notified to NHMA. It can then be included on the NHMA rally calendar.

b. Management

It is recommended that a Rally Coordinator is appointed to have overall organisational control of the event. The Rally Coordinator should be supported by a team of section leaders, for example:

- Event safety officer(s)
- Engines
- Tractors
- Steam
- Stalls
- Marshals
- Advertising
- Tickets
- Sponsorship
- Volunteers
- Catering
- Site facilities
- Offsite activities
- Visitor car parking
- Other

The above are suggestions only and there may be other roles that the Rally Coordinator may deem useful to appoint. Some of the roles may be combined, depending on the size of the event.

c. COVID Safe Event

State governments may have in force, from time to time, regulations, planning and approvals processes for outdoor events. It is important that the Rally Coordinator makes themselves aware of any regulatory requirements and assesses if the proposed rally can comply with them If so, they will need to follow any planning, application and approvals process set out by the relevant state authority.

It is recommended that this be done very early in the rally planning process.

d. Insurance

NHMA maintains insurances on behalf of its affiliated clubs. A summary of insurance cover is provided in Appendix 4.

i. Incident Reporting

It is important that any personal injuries or damage to third party property are recorded in the rally daybook. In addition, it is highly recommended that the Rally Coordinator complete an NHMA Incident Report Form and forward to the NHMA Secretary via email, secretary.nhma@gmail.com. Forms can be found at Appendix 3.

ii. General Liability Insurance

NHMA maintains a General Liability insurance policy for it, its member clubs and by extension, their members, to the value of AUD $20 million. This insurance policy covers the NHMA and its members for claims made against it by third parties.

It is recognised that not all exhibitors, or clubs wishing to display at a member club rally, are members of NHMA. In this case, the Rally Coordinator should insist on being provided a Certificate of Currency (CoC) for a valid General Liability Policy held by either the exhibitor or the club to which they are a member. As a guide, it is preferable that the CoC shows a limit of liability no less than AUD $20 million, however it is also recognised that the risk associated with a particular activity may not warrant a limit that high (e.g. an exhibitor displaying a static tractor).

Vendors, caterers and others not associated directly with the operation of displays should also be able to provide evidence of liability insurance. The level of insurance carried is usually related to the risk associated with the activity, for vendors and caterers it is usual to see CoCs for between AUD $1M and AUD $10m. The Rally Coordinator or club should, as part of its planning process, assess the risks and mitigating actions associated with these classes of rally participants, and determine what it believes is an acceptable level of insurance for these participants to carry.

NHMA is able to offer its member clubs guidance on these issues if required.

iii. Volunteers Insurance

NHMA maintains a Volunteers Insurance policy for it and its member clubs. This insurance provides a range of benefits for volunteers injured whilst working at an event for NHMA or a member club

e. Health and Safety

The guidance provided in this document should form the basis for all rally safety management. It is, of itself, not exhaustive, and may not be applicable to certain situations. Conversely, there may be some situations not catered for in this guidance. It is, therefore, highly recommended that an appropriate Risk Assessment be carried out for proposed rally activities.

A written Risk Assessment, compiled by each section leader, will help assess the level of risk with each activity taking place in their section (e.g. display and operation of stationary engines). Once the risks have been identified, appropriate control measures can be put in place to mitigate the risks (e.g. having all ***operating*** engines inside a fenced compound) and a residual risk determined.

Templates and example Risk Assessments are provided at Appendix 1 and 2.

Areas that should be considered for Risk Assessments include:

- Set up/fencing/load and unload exhibits/traffic management
- Stationary Engines display and operation
- Steam Engines display and operation
- Vintage Vehicles display and operation
- Tractors display and operation
- Stalls/swap meet

f. Rally Ground

It will be helpful for the Rally Coordinator to involve their section leaders at the site planning stage.

i. Condition of the Rally Ground

It is recommended that organisers carry out a detailed Risk Assessment of the site at the early planning stage and inspection of rally fields in company with the site owner (usually a local council or private landowner), and again immediately prior to the event. Care should be taken to identify buried pipelines and overhead power lines. In order to preserve good relations with the site owner the nature of the event and any possible damage to the surface of the site should be pointed out before proceeding. An agreement can then be reached (if necessary) as to what activities can be scheduled on what part of the grounds or indeed if there are no planning restrictions at all.

A careful note and photographs should be taken of any defects in the surface of the field. This inspection will help to validate the arrangements for the event and minimise any claims for damage alleged to have been caused by the Rally.

It is of first importance that the field selected should be suitable, readily accessible, and not greatly affected by wet conditions. Grass fields should be carefully examined.

ii. Surface and Gradient

A smooth surface is of prime importance; ruts and soft patches should be avoided. A sloping field is acceptable, but it must be remembered that this may affect the overall site layout.

iii. Size of Grounds

The number and type of exhibits attending the event will govern this. Key considerations include:

- Number and size of compounds given a ***recommended*** set out spacing of:
    - 1m between exhibits along the compound fence. (this is a recommended minimum and may need to be increased depending on display features or operation. A Risk Assessment will help identify minimum safe display spacing).
    - 1.5m offset from the compound fence.
    - 10m compound width (or such other width to allow for safe access and display operation).
- Mobile plant/vehicle operation areas/working machinery demonstrations
- Sufficient area for a parade ring if one is to be used.
- Stalls/vendors.
- Exhibitor parking.
    - Suitable space should be provided for exhibitor vehicle parking including cars with trailers, trucks and articulated vehicles. Exhibitor parking should be easily accessible from the exhibit sites to facilitate exhibitor access during the event should the need arise.
- Visitor parking.
    - This may or may not be on the actual rally site
- Pedestrian access routes.
- Emergency vehicle access.
- Other.

iv. Entrances to Grounds

It is important that entrances to the rally ground through which exhibitors must pass should be hard, paved if possible, and so constructed that changes in weather have minimum effect. These should, where possible, be separate from the main public entrances. Entrances should have a minimum width of 3.7m and this should be increased if the access is not straightforward. Where possible the mobile engine park/compounds should be close to the exhibitor's entrance to minimise movement especially in wet weather. These entrances should be supervised by trained marshals.

Subject to the total space available, the following points should be considered when laying out these various areas.

v. Loading and Unloading Facilities

Adequate facilities provided for the safe unloading and reloading of exhibits. Whilst many exhibitors with smaller exhibits may be "self-contained" with exhibits on trailers that they can load and unload themselves, larger exhibits arriving on trucks or low loaders may need dedicated facilities. Consideration should be given to the construction and use of a loading ramp for loads on trucks, and for low loaders, it is essential that they have room to safely manoeuvre, for positioning, unloading and reloading.

The use of forklifts or mobile cranes can be considered if hard standing is available of the ground is firm and flat.

vi. Parade/Demonstration Ring

If a parade ring, or special event ring is to be used, then consideration needs to be given to making it of an adequate size. Ideally, a parade ring should be a minimum of 100m x 50m, depending on what events are to take place in it. The size of the rally ground and other factors may constrain the available space for a parade ring. If this is the case, then careful consideration needs to be given to:

- Access and egress.
- Timing of ring events to avoid congestion.

Wherever possible a clear entrance and exit with adequate funnels should be provided to the ring. All roadways where movement of exhibits takes place ***must*** be clearly defined and signed. In some cases, a common entrance and exit to the Ring may be unavoidable but this will make organisation of a continuous programme of events more difficult and will need to be properly managed for safety.

vii. Water

Thought will need to be given to the ease of access to water for exhibits, as most stationary engines and all steam engines will require water during the rally.

viii. Electricity

Thought will need to be given to the distribution of electricity (if required) for displays and trade stalls. All electrical equipment should carry a tag showing the date of the last test and the due date of the next test. Leads that are out of test should not be used.

ix. Facilities for the General Public

It is important that adequate space is provided for the public to circulate safely around the rally ground, including vendors stalls, caterers etc. If walkways are required, they should be a minimum of 7 m. wide to permit passage of emergency vehicles.

Additional space may be needed for caterer's and drinks stalls as large numbers of people may congregate in these areas, especially around lunch time and throughout the day if the weather is hot.

x. Disabled Access

Thought should be given to the provision of disabled facilities and access.

xi. Toilet Facilities

Adequate toilet facilities ***must*** be provided. These may be already catered for by fixed amenities if the rally is to be held at, say, a football or show ground. However, these should be assessed, and a decision made as to whether additional portable facilities are required at remote parts of the rally ground.

Where the rally ground is bare (e.g. it is being held on an agricultural property) then adequate portable toilet, including disabled toilets, and washing facilities will need to be provided, including adequate provision of water.

Adequate provision ***must*** be made for cleaning toilets as and when required.

xii. Rubbish Disposal

An adequate number of rubbish bins need to be located across the site. Thought should be given to their location, for example there may be a greater need for bins near food stalls than engine compounds.

Arrangements will need to be made to ensure bins are emptied on a timely basis.

xiii. Car Parking

People attending rallies usually arrive by car and adequate well signed space ***must*** be allocated for parking. The car park(s) need not be part of the rally field but should be nearby and with ready access. Where possible, the entrance and exit should be separate. It is recommended that in this aspect of the event all relevant local government, police and State Main Roads Departments should be consulted.

Organisers ***must*** ensure that access to the car park also controlled to avoid congestion on the public highway.

It is recommended that car park marshals be trained, have suitable facilities if needed and wear appropriate PPE.

xiv. Exhibitor Camping

A number of exhibitors may camp on site during the rally and do so using tents, ute backs or caravans. Adequate parking ***must*** be available, preferably not in a carpark, but a specific exhibitor camping area.

Thought will need to be given to the set out and safety of exhibitor camping. For example, caravans should be spaced a minimum of 6m apart to reduce fire risk.

In addition, thought will need to be given to ablution facilities and water for campers.

xv. Prevention of Fire

Consultations should take place with the local fire brigade at an early stage in planning the rally and their recommendations should be adopted. State legislation pertaining to Total Fire Ban days must be followed.

It is recommended that a currently "in test" fire extinguisher is provided for each compound.

xvi. Rally Office

A dedicated rally office should be established during the rally setup phase. This will be the focus for contact and management of the event. It is usual to have the public address run from this location.

The Rally Coordinator should base themselves at the rally office during the event or be immediately contactable by the rally office.

xvii. Daybook

The Rally Coordinator should keep a rally daybook for the event. It is essentially a diary for the event and activities. The daybook might commence at the rally planning stage or be strictly related to the event. A well compiled daybook will act as a record of the event and can be used as a reference for future events. It should record, as a minimum:

- Which members are onsite during set up, tear down, and during the event.
- Names of volunteers, when they start and finish work.
- Any decisions made during the event, e.g. the acceptance of a third party club's insurance CoC.
- Any incidents that occur during the event.

Other information can be gathered separately and appended to the daybook, e.g. safety inspection records

xviii. Public Address

An efficient public address system is preferred, and this ***must*** be capable of delivering emergency announcements to the whole site.

xix. First Aid

A club hosting a rally should consider having some of its members undergo first aid training. It is desirable that a qualified first aider be onsite during set up and break down as well as during the event.

The hosting club should give consideration as to how emergency events will be handled during the rally, what resources might be needed, whether a dedicated first aid post is required etc.

It is recommended that a first aid kit be provided at each display compound.

Free access for emergency vehicles to and from the highway ***must*** be always maintained.

xx. Emergency Contacts

A list of emergency contacts should be drafted, and multiple laminated copies made available for the event. The emergency contact list should include:

- Rally Coordinator.
- All section leaders.
- Other useful rally contacts.
- Contact details for all emergency services.

The laminated copied of the list should be affixed to the inside of the gate of each compound, and at the rally office. Pocket copies should be made available for all section leaders, marshals, vendors and caterers. If a rally program is produced for the event, then consideration should be given to including the list in the program.

2. Safety Guidelines

a. Summary of Guidelines

A handy one page summary of NHMA Guidelines can be found at Appendix 10.

b. National, State, and Local Regulatory Requirements

The Rally Coordinator ***must*** ensure they are familiar with any regulations that may impact on the rally or the operation of equipment, vehicles, plant etc at the rally. Any guidance given below is subject to any regulation in force and if there is a contradiction between this guidance and any regulation, compliance with the regulation ***must*** be the minimum standard.

c. Safety Briefing

It is considered best practice for the Rally Coordinator (or nominees) to run a safety briefing (or toolbox talk) at the start of each day for all exhibitors, section leaders and marshals. These briefings should also be held on setup and tear down days.

If the rally is a small one, the briefing can be held as a general briefing for all exhibitors. Where the rally is of a larger size, it may be more convenient for the various section leaders to hold sectional briefings (i.e. stationary engines, tractors, vehicles etc.).

Topics that may be useful to discuss include:

- Public access times
- Safety specific policies and operating procedures (e.g. stopping and engine prior to refuelling).
- Club requirements for safety in compounds
- Rally specific issues
- Daily running sheet
- Vehicle movements
- Marshals
- Catering

d. Compounds

It is recommended, that as part of rally planning, the Rally Coordinator or their nominee undertake a Risk Assessment that considers the specific issues, needs, club rules, regulatory requirements, safety, operational and access issues associated with the design and layout of compounds at their specific event. This may extend to what activities are permitted in specific compounds and under what circumstances visitors, children and pets may access specific compounds. (See below)

i. Design

As an overarching principle, the public ***must*** be excluded from the immediate vicinity of any ***operating*** exhibit. There are several ways this may be achieved, and thought should be given to the best solution for any particular event.

Any ***operating*** steam, internal combustion, hot air or engines driven by other means ***must*** be in a compound so designed to prevent public access. The compound fence should:

- Be of ring lock, HDPE or similar material.
- Be a minimum of 0.9m high.
- Be adequately supported by star pickets, wooden posts, or other suitable means.
- All supporting posts should have safety caps.
- Have at least one personal gate for access.
- Carry appropriate signage stating that there is no public access.

Operating exhibits should have set out spacing of:

- 1m between exhibits along the compound fence
- 1.5m offset from the compound fence.
    - These are a ***recommended*** minimum and may need to be increased depending on display features or operation. A Risk Assessment will help identify minimum safe display spacing.
- Flywheels of ***operating*** exhibits should be placed parallel to the compound fence
    - If this is not possible or desirable, from a display perspective, a Risk Assessment should be undertaken to identify the risks associated with the specific display and mitigating actions.
- Compounds should have a minimum width of 10m to allow for safe access and display operation.
    - The Rally Coordinator may determine another compound width is more suitable, having taken safety, access, and display issues into consideration.

ii. Access

Access to compounds ***must*** be via the gates provided.

Access to compounds with ***operating*** exhibits is restricted to members and junior members of NHMA clubs and members of visiting clubs who have provided acceptable evidence of insurance cover to the Rally Coordinator (together, members).

Members' families may also access compounds with ***operating*** exhibits, subject to the following:

- Non-members should be provided with a safety briefing outlining the safe access and egress routes for the compound and the safety hazards associated with being in the compound whilst exhibits are in operation.
- A non-member may not operate or supervise ***operating*** exhibits.
- Children under 10 ***must*** be under constant supervision of a parent or legal guardian.
  - They ***must*** be excluded from access to ***operating*** machinery.
- Children ***must*** not operate any machinery, implement, equipment, or powered exhibit.
- Children ***must*** not be left unattended.
- Children should wear PPE including enclosed shoes if appropriate.
- Child engagement should be considered in display both for exhibitor children and members of the public, e.g. Pedal cars, model boats/cars/trucks, small garden tractors (for older kids), models and miniatures, hand operated exhibits, vintage toys, tools & homewares, vintage games, arts/crafts, and static displays.
- At all times the child is the sole responsibility of the parent or legal guardian

A members may invite a visitor into a compound to inspect an ***operating*** exhibit, provided that:

- The visitor has been inducted by the member as to the safe access and egress from the compound, and the safety hazards associated with all exhibits within the compound.
- The visitor is always escorted by the member. If the member leaves the compound, so does the visitor.
- The visitor does not operate any machinery or participate in any ***operating*** display.
- The visitor is aged 10 years or older, no one under the age of 10 may enter a compound as a visitor.
- The Rally Coordinator, section leader or safety officer has been informed of the intent to invite a visitor into a compound and has agreed to the visit. (This may be as a blanket approval, discussed at the daily safety briefing).

It is recommended, that as part of rally planning, the Rally Coordinator or their nominee undertake a Risk Assessment focussed on non-member access to compounds, to identify the hazards, mitigating actions and residual risk so that a decision on non-member access can be reached, and any mitigating actions or safety requirements can be communicated to members prior to the start-up of any exhibit or display.

e. Stationary Engines and Associated Machinery

i. Operation

1. Safety inspections

All ***operating*** machinery or displays ***must*** be inspected by a competent person prior to operation to ensure it is safe to be operated. Who is a competent person will be determined by the Rally Coordinator and could be:

- The section leader
- The rally safety officer.
- A member familiar with the machinery or class of machinery.
- The owner or operator of the machine, or
- A third party with specific knowledge of the equipment type involved, engaged by the club for this purpose.

Once a machine, piece of equipment or display has been deemed safe to operate, it should be identified as such in accordance with the usual practice of the hosting club. Examples could include:

- Tagging the machine, or,
- Entering it as inspected in the rally daybook, or,
- Entering the inspection details in the machine's logbook or running sheet.

2. Running

The Machinery ***must*** not be used in such a way or for a purpose for which it was not originally designed.

The minimum age of any operator is 10 years.

The owner/operator of the machine ***must*** ensure that there are sufficient competent operators available to effectively manage the machine(s) they are displaying. This may be the owner/operator or their nominee by

themselves in the case of a small display (e.g. two or three stationary engines driving pumps), through to a number of people for a large, complex display (e.g. threshing or chaff cutting).

Operating exhibits may only be run when the operator is supervising running of the exhibit. An exhibit ***must*** not be left running if it is unattended.

Internal combustion engines ***must*** not be refuelled whilst in operation. Fuel cans ***must*** of an approved type and be stored at a safe distance from the ***operating*** exhibit.

3. Driven Exhibits

Where large or complex driven exhibits are to operate, it is recommended that a Risk Assessment be undertaken to identify the risks involved, any mitigating measures and the residual risk. This will assist the Rally Coordinator, or section leader in determining what, if any, additional safety measures may be required (e.g. additional guarding, access restrictions or exclusion zones when the exhibit is being operated).

As a minimum, all engines and driven exhibits shall be rendered incapable of movement whilst in ***operation***. All vee section and flat drive belts, or other drive shafts etc. shall be in good condition and belt and belt fasteners should be adequate and fit for their purpose. have adequate guarding or fencing where considered necessary by the Rally Coordinator or section leader.

4. Large Belt Driven Equipment

Any large belt driven equipment that is ***operating*** or intended to be operated, ***must*** be in an appropriate compound. Belt drives should be placed so as to run parallel with the compound fence. With large exhibits, consideration needs to be given to increasing the distance of the exhibit from the fence to allow for exhibitor access on the belt side if required, and to increase overall spectator safely should a belt come off whilst the exhibit is in use.

Any compound man gate ***must*** not allow direct walk in access to the exhibit or belts but be placed well to one side or preferably behind the exhibit. Specific exclusion zones or restricted access may be required when the exhibit is being operated.

In addition to these general precautions, all belt drives and shafting should be further protected to prevent, so far as is reasonably practicable, danger to persons operating the equipment or who may otherwise be within the enclosure.

All exhibit operators should be well briefed by the exhibit's owner or their nominee as to their role and any safety hazards and mitigation measures that may be needed during the operation of the exhibit.

5. Saw Benches

In addition to the precautions for Large Belt Driven Equipment above, the part of the saw blade below the bench table should be guarded to the greatest extent practicable. The part of the saw blade, which is above the machine table should be guarded, and equipped with a riving knife set as near as practicable to the saw blade. A top guard should be fitted and extend beyond a point where the blade passes through the table.

6. Chaff cutters

Chaff cutters, whether hand or belt driven, ***must*** be fitted with a protective knife cover when in ***operation***.

7. Reciprocating/Chain Saws

Drag-saws, chainsaws, power hacksaws and sawmilling equipment may be demonstrated. Saws should run parallel to the fence of their enclosure. The Rally Coordinator should consider if a separate compound is needed for these demonstrations, particularly chainsaws.

The Rally Coordinator or their section leader ***must*** make themselves familiar with the safety regulations applying to the use of such equipment within the relevant State or Territory. A Risk Assessment may be undertaken to identify the risks involved, any mitigating measures and residual risk. This will assist the Rally Coordinator, or section leader in determining what, if any, additional safety measures may be required

8. Mowers

Rotary mowers should have their blades removed is they are to be run in a compound with other exhibitors or near the public. This is to prevent the possibility of personal injury due to stones or rocks being thrown by the mower.

Reciprocating mowers and motor scythes should have their blade drives disconnected if they are to be run in a compound with other exhibitors.

If mowers are to be demonstrated as part of the rally, the Rally Coordinator or section leader should consider setting up a demonstration area.

9. Aircraft and Boat Engines

Aircraft engines may be ***operated*** provided that a detailed written risk assessment has been undertaken and the Rally Coordinator is satisfied that the exhibit can be operated with minimal residual risk. As a guide, some issues that the risk assessment may consider could include:

- Flying dust – eye injuries – respiratory difficulties
- Access – high screening to the front and sides of the exhibit to exclude the public
- Minimum distances the public can approach the exhibit, particularly from the front
- Exclusion of loose material that may be drawn into a propellor, intake or cooling fan
- Review of the operator's SOPs for fuelling, starting, running, shutdown and emergencies
- Noise – safe distances, hearing protection (public and operators)
- Dedicated operating times and specific maximum run times

It is preferable that the exhibitor of any ***operating*** aircraft engine carries their own public liability insurance for the exhibit.

In the case of boat engines fitted with a propellor, adequate guarding ***must*** be fitted to prevent hand or foot access to the propellor, and the guarding ***must*** be of sufficient strength to contain the propellor and any attachments should the propellor come loos or the propellor shaft break.

Aircraft and boat engines with propellors attached should not be operated above a fast idle.

f. Tractors, Mobile Plant and Vehicles

i. Operation

In this section the term *tractor* is used to describe all forms of self-moving plant and vehicles.

The Rally Coordinator or his nominee should consider undertaking a Risk Assessment for all proposed tractor based activities, to determine the risk involved, appropriate mitigating actions and residual risk.

Any ***operating*** tractor should be in a compound or in an area that the public is otherwise excluded from. E.g. an area set aside for ploughing demonstrations, a tractor driving a saw bench, or driving some form of PTO equipment.

The driver should be appropriately licensed or if not, be assessed or known to be a competent operator prior to the event by the Rally Coordinator, section leader or safety officer.

Passengers ***must*** not be carried unless there is a seat provided for them

If the tractor is to be moved in a public access area, it ***must***:

- Travel at no more than walking pace
- Have a marshal in front to warn members of the public and to assist in the safe passage of the tractor.

If the tractor is to move on a public access road, street, or roadway, whether inside or outside of the rally ground, it ***must***:

- Be appropriately registered by the state or territory licencing authority
- Carry appropriate third party insurance (as required for registration)
- Be driven by a person licenced to drive the tractor on a public road
- Not carry passengers unless seating is provided for them.
- Move at no more than walking pace whilst inside the rally ground.

ii. Static Display

The Rally Coordinator should consider conducting a Risk Assessment to determine what risks may be present for a static display, mitigating measures and residual risk.

When tractors form a static display outside of a compound, they should be:

- Appropriately supervised to prevent unauthorised people from climbing onto the tractors.
  - Where displayed individually. supervised by the owner or their representative.
- Effectively disabled so as to prevent accidental starting.
- If the display area is on any form of slope, have an effective mechanism to prevent the tractor from rolling.
- When a tractor is static, but the engine is being run for demonstration purposes, the owner or his representative ***must*** attend all times.

iii. Tractor Pulling

A Vintage and Classic Tractor Pull is a demonstration of tractors from the past to indicate the 'pulling ability' of these machines and is ***NOT*** a motor sport. Generally speaking these events are restricted to tractors 30 years old and older, however it is up to the Rally Coordinator to set:

- Appropriate age limits.
- Machine classes.
- Horsepower classes
- Maximum horsepower tractors that will be accepted.

The Rally coordinator should consider conducting a risk assessment to identify what risks may be involved, mitigating actions and the residual risks.

- Any Federal, State and Local Government Statutes ***must*** be observed at all times.
- If a serious incident occurs, the club Safety Committee may stop any activity or the entire event until allowed to continue by the emergency services.

1. Safety Briefing

The Rally Coordinator, section leader or safety officer ***must*** provide a briefing to all participants to advise them of:

- Track access requirements and the routes to be followed.
- Any constraints on movement from the parking area to the track.
- How the event will be conducted including:
  - How tractors are to be positioned for hook up.
  - The duties and signals of the event marshal.
  - Un-hooking procedure.
  - Safety equipment.

2. Participants

- All drivers ***must*** be a member or junior member of an NHMA club, or a member of a visiting club who has provided acceptable evidence of insurance cover to the Rally Coordinator
- The driver should be appropriately licensed or if not, demonstrate ability to safely operate the machine to the satisfaction of the Rally Coordinator, section leader or safety officer.

3. Access

The Rally Coordinator ***must*** ensure that there is a safe method of transiting tractors to and from their allotted parking areas. This may mean a route from which the public is excluded, or that the general conditions on the movement of tractors above, are followed.

4. Classes

- All tractors ***must*** be in standard form with NO modifications to increase horsepower.
- Tractors modified to conform with working day standards are acceptable
  - As an example only, a Fordson E27N that has been retrofitted with a Perkins diesel
  - For clarity, tractors should only be modified to the extent that those modifications were commonplace in working days and do not impact on the safe operation of the tractor
  - The Rally Coordinator has sole discretion as to the appropriate class for any tractor so modified
- Tractors manufactured 1955 or earlier are classed as 'Vintage' tractors.
- Tractors manufactured from 1956 but that are at least 30 years old are classed as ‘Classic’ tractors

5. Non-standard Tractors

Tractors fitted with loaders, blades, cranes etc. are not considered standard tractors and as such should NOT participate with standard tractors.

The Rally Coordinator may elect to have a special section for nonstandard tractors.

- In this instance, nonstandard refers to the fact that a standard tractor has loaders, blades, cranes etc. permanently attached.
- In all other aspects, the conditions applied to standard tractors also apply to nonstandard tractors.

6. Tyres

- Tyre variations will be allowed only if:
    - The sizes fitted were available as an option at the time the tractor was new, or
    - The original size tyres are no longer available, so a modern replacement must be used.
        - If a modern replacement tyre is used, it should be a common replacement size for the original tyre size.
    - Rim spacers will only be permitted to enable modern tyres to be fitted to old rims

7. Wheel Weights

- Two-wheel weights can be fitted per wheel to any tractor, irrespective of make or model.
- Wheel weights ***must*** be securely fitted to the wheels by bolts.
- The wheel weight ***must*** not protrude more than two inches (50mm) outside the tyre.
- Weights used should preferably have been originally offered by the tractor manufacturer, or,
- Manufactured as a commercially available after market wheel weights, or,
- Be made from cast iron, cast steel or steel plate.
- Sandwich weights fitted to Chamberlain tractors are not to exceed the 2 inches (50mm) rule above.
- Front chassis weights are to be original for that make and model only.
- NO other weights will be allowed on the tractor.

8. Drawbars

- All pulling ***must*** be from the tractor's drawbar.
- Modified drawbars ***must*** not be used.
    - Drawbars should be as originally supplied by the manufacturer, or
    - An aftermarket replacement considered as a standard type for the tractor in question.
- Maximum drawbar height for tractors will be:
    - Under 25 hp, 450mm maximum (18 inches).
    - Above 25 hp, 560mm maximum (22 inches).
- The Rally Coordinator may adopt a drawbar height for non-internal combustion tractors (e.g. traction engines) or satisfy himself that the drawbars being used are as originally fitted.
- Tandem-hitched tractors are acceptable ONLY if the hitch is approved by the manufacturer and built to structural engineering requirements (Certificate required).
- Tandem tractor pulling using chains etc is not acceptable.

9. Sled

- The Rally Coordinator must assess the suitability of the sled to handle the power of the various tractors expected to enter the demonstration.
- If appropriate, a risk assessment should be undertaken, documenting the condition of the sled and the safe operating horsepower that can be applied to it.
- The Rally Coordinator may elect to exclude tractors of horsepower greater that that for which the sled was designed or is deemed to be safely capable of handling.

10. Procedure

- The pull is to be controlled by a marshal
    - The marshal will position themselves in front of the tractor at the side of the track to be easily visible to the tractor driver.
    - The marshal will have a ***green*** and ***red*** flag.

    - If at any time the marshal raises their ***red*** flag, the driver ***must*** immediately stop their tractor.
- The marshal will instruct the driver where they are to stop to allow for hooking up.
- Once positioned, the driver will:
    - Apply the brakes.
    - Put the tractor in neutral.
    - Raise both hands above their head to indicate it is safe for the sled crew to hook up.
- Once the tractor is securely attached to the sled, the marshal will advise the driver, who may lower their hands.
- When the marshal is satisfied the tractor is securely attached and the sled crew is ready to proceed, they will raise their ***green*** flag.
- At this signal, the driver may release the tractor's brakes, select the gear they wish to complete the pull in and edge the tractor forward to take up any slack.in the hitch so as to avoid snatching the sled.
- If the tractor has a seat, the driver ***must*** remain seated to ensure full control of the tractor.
- The driver ***must*** not change gears during the pull.
- The pull is to be conducted at no more than a brisk walking pace.
- The driver may make full use of the width of the track and surface conditions prevailing unless they have been told otherwise during the safety briefing.
- The driver may use the tractor's steering brakes.
- The marshal will walk ahead of the tractor, at the side of the track, observing the pull.
- The marshal will stop the pull by raising their ***red*** flag if:
    - The front wheels of the tractor lift from the track.
        - For clarity, the marshal has ***NO*** discretion in this matter. As soon as the tractor's front wheels are no longer in contact with the ground the ***red*** flag ***must*** be raised, and the pull stopped.
    - The tractor has reached the end of the track.
    - A member of the sled crew indicates a need to stop.
    - The marshal is of the opinion that the tractor has come to a stop during the pull due to a lack of traction and is unlikely to be able to move further.
    - Any other reason that the marshal considers warrants stopping the pull.
- The driver may stop the pull at any time by disengaging the clutch and stopping the tractor.
    - The marshal will immediately raise their ***red*** flag to indicate the pull has been terminated.
- Once the pull is stopped and the marshal has lowered their ***red*** flag, the driver:
    - ***Must*** not move the tractor until instructed by the marshal.
    - When asked to do so, reverse the tractor sufficiently to take the strain off of the draw gear.
    - Apply the brakes.
    - Put the tractor in neutral.
    - Raise both hands above their head to indicate it is safe for the sled crew to unhook.
- Once unhooked, the marshal will advise the driver when they may move from the track back to the parking area.

g. Steam Engines and Steam Engine Drivers

The Rally Coordinator, section leader or safety officer should undertake a risk assessment to determine the risks associated with operating steam engines at the rally, mitigating actions and the residual risk.

All ***operating*** steam engines or boilers ***must*** carry a current boiler inspection certificate, or if a miniature engine certified under the AALS code, acceptable to the Rally Coordinator.

All engine crews ***must*** attend the daily Safety Briefing to make themselves aware of any specific safety and general public issues for the day. It is recognised that there may be specific safety and operational issues associated with steam engines and these can be covered at the general briefing or at a separate briefing undertaken by the section leader.

Any boiler attendant or engine operator ***must*** be deemed competent to the satisfaction of the Rally Coordinator, evidence of competency must be provided. Any steam engine or boiler ***must*** be always under the supervision of a competent person when in steam.

When on static display, road steam engines, ***must*** be securely chocked to prevent them moving, the road gears in neutral, the reverser in mid gear and the damper closed, or nearly so, unless the operator is raising steam.

If a full size road steam engine is to be moved in a public access area, it should have a footplate crew of two (driver and steersman). In addition it ***must***:

- Travel at no more than walking pace
- Have a marshal in front to warn members of the public and to assist in the safe passage of the engine.
- Follow the requirements of any Traffic Management Plan as developed in the event planning stage by club, Local or State authorities.

If the engine is to move on a public access road, street, or roadway, whether inside or outside of the rally ground, it ***must***:

- Be appropriately registered by the state or territory licencing authority
- Carry appropriate third party insurance (as required for registration)
- Be driven by a person licenced to drive the engine on a public road
- Not carry passengers unless seating is provided for them, or they are within the confines of the footplate or bunker.
- Move at no more than walking pace whilst inside the rally ground.

h. Driver Training

The NHMA encourages member clubs to provide drivers who do not hold a specific licence or have limited experience, with the opportunity to learn drive or operate machinery. The Organisers may need to consider when an appropriate time is to undertake driver training, whether it is at a rally or a separate club day.

Driver training can be undertaken provided the following conditions are met:

- If the rally Coordinator deems it necessary, and appropriate risk assessment has been carried out to identify potential risks and mitigating measures
- The Rally Coordinator has sanctioned the activity and has given written notice to the Exhibitors and Public of intent to allow such movements (via notices and the Rally Programme)
- The Rally Coordinator should consider the allotment of a specific area of the rally ground for the activity, from which the public is excluded
- The instructor ***must*** hold an appropriate licence for the mobile plant or vehicle in question
- Both the Instructor and Student are members of an NHMA club or an appropriately insured visiting club
- The student should be a minimum of 10 years of age and demonstrate ability to safely operate the machine
- The vehicle being used is owned by an NHMA club member or a member of an appropriately insured visiting club
- The activity takes place on areas not deemed to be public roads
    - Any driver training activities taking place on public roads, including those deemed to be public roads on the rally ground, are subject to the normal state or territory legislation and regulations as apply in the specific circumstances including the requirement:
        - For the vehicle to be appropriately registered
        - For the student to have an appropriate learner's licence
- The Instructor is with the Student at all times and the Student is under the direct supervision of the Instructor
    - The vehicle will need to be capable of carrying two people

i. Unloading and Loading of Exhibits

The Rally Coordinator should make sure that there is sufficient area set aside for unloading and loading of exhibits. Some smaller exhibits will usually be unloaded directly into the compound from an exhibitor's trailer and similarly loaded. The Rally Coordinator should ensure that appropriate traffic management is in place during this time. This may mean:

- Restricting times that these activities can take place.
- Having a maximum number of trailers being unloaded or loaded at any one time

As unloading and loading usually means that the compound fence is down or vehicle gate is open, these activities should take place at time when there is no public access to the site or as a minimum, public access is restricted near open compounds. No exhibits may be operated without the compound fence being secure and the gate closed.

Larger exhibits may be transported on trucks or low loaders. The Rally Coordinator should ensure that:

- That there is a system of check in to the rally by the driver so they can receive instructions as to the unloading procedures
- There is adequate access for large vehicles to unload and load
- An adequate loading ramp is available
- An experienced ramp marshal is available to supervise the activities
- There is no public access during unloading and loading activities
- That if a forklift or mobile crane is provided, that the operator(s) is appropriately licenced to operate it and it is only used on a hard stand area or if the ground is hard

j. Trailer Rides

The Rally Coordinator should carry out a risk assessment to identify the risks and mitigating actions associated with this activity.

Any trailers used on a public road or area deemed to be a public road for transporting the public ***must***:

- Conform to all requirements of the appropriate state or territory legislation or regulations
- Be appropriately registered

Trailers used solely on private land or not on areas deemed to be public roads should:

- Have four or more road wheels
- Have a drawbar of adequate length and strength
- Be used on relatively flat areas, with grades preferably less than 5%
- Be fitted with seats, either forward facing, inwards and/or outwards facing for all riders
- Have four sides with a minimum recommended height of 450mm above the level of the seats, strong enough to take the force of an adult forcefully leaning against them
- Be in sound condition
- Have access steps at the rear of the trailer, preferably as part of the trailer structure as opposed to a separate staging
- Have adequate internal and step lighting if used after dark

The towing vehicle ***must*** be of adequate weight and power for the trailer it is to tow. It ***must***:

- Have an appropriate drawbar fitted, preferably in accordance with the drawbar requirements for tractor pulling
- Have a means of securely fixing the trailer drawbar to the towing vehicle's drawbar such that it cannot become accidentally disconnected (e.g. a drawbar pin with lynch pin)
- Have two security chains attached between the trailer and the towing vehicle

A The Rally Coordinator ***must*** ensure that a safe system of working is adhered to and that the operators of the trailer ride are fully trained in the system. The system should include:

- A trailer marshal who travels on the trailer and is responsible for the overall operation of the trailer ride
- A safe method of loading and unloading passengers
- A system that prevents anyone from being able to exit the trailer whilst it is in motion
    - A system that provides an interlock between the steps being raised and the entrance door, or an entrance door that cannot be open whilst the trailer is in motion
- A requirement that the maximum number of patrons carried does not exceed the number of seats available
- All patrons ***must*** be seated when the trailer is in motion
- A failsafe method of signalling between the trailer marshal and the towing vehicle driver, so that the driver knows when they can start and when they ***must*** stop

- The towing vehicle driver ***must*** always obey signals from the trailer marshal

3. Stalls and Swap Meet Traders

If a swap meet or trade stalls are to form part of a rally, then the Rally Coordinator should take their number, space requirements, location etc. into account when planning the set out of the rally and the adequacy of the rally grounds.

If the stalls are to be set out in rows, then it is recommended that:

- Stalls be set back from any roadway so that patrons are not forced onto the roadway for lack of room. A minimum of 6m is recommended
- Rows should be spaced at a minimum of 6m apart to allow for free access and access by emergency vehicles
- Stalls should not be set out so as to create a blind alley

All traders who are not members of an NHMA club ***must*** provide proof of public liability insurance to the satisfaction of the Rally Coordinator.

The Rally Coordinator may consider obtaining specific insurance to cover trade stall holders.

Each trade stall should have a fire extinguisher available.

Appendix 1– Sample Risk Assessment

EXAMPLE NHMA RISK ASSESSMENT

Name of Club:

Rally Coordinator: Jeff Bloggs	Notes
Safety Officer(s):Smith (engines), Brown (tractor pull), Robinson (general)	
Event Description: Annual historic machinery display and tractor pull	
Location: Ourtown showgrounds	
Date:	

Emergency Contacts	Notes
Ambulance – 000 (or local number)	
Police – 000 (or local number)	
Fire – 000 (or local number)	

Rally/Event Contacts	Notes
Rally Coordinator	
Safety Officer Smith	
Safety Officer Brown	
Safety Officer Robinson	
Rally office	

NHMA Contacts	Notes
President (Peter Garnham) – 0401-895482	**Contact either in the case of accident or injury**
Secretary – (David Toyne) – 0447-015991	

Instructions: Conduct a risk assessment of the work to be undertaken (worklist attached on following pages). Firstly identify any hazards associated with the work remembering that:

A Hazard is *anything* with the potential to cause HARM to persons or the environment.

Then using the risk matrix below, assess the level of risk remembering that:

A Risk is the *probability (likelihood)* and *consequences* arising from exposure to a hazard.

	CONSEQUENCES: How severely it hurts someone (if it happens).				
LIKELIHOOD How likely is it to happen?	**Insignificant** No injuries.	**Minor** First aid only; spillage contained at site	**Moderate** Medical treatment; spillage contained at site with help	**Major** Serious bodily injuries; All activities ceased	**Catastrophic** Death: toxic release of chemicals.
ALMOST CERTAIN– expected in most circumstances.	**3 H**	**3 H**	**4 A**	**4 A**	**4 A**
LIKELY– will probably occur in most circumstances	**2 M**	**2 H**	**3 H**	**4 A**	**4 A**
POSSIBLE – might occur at some time.	**1 L**	**2 M**	**3 H**	**4 A**	**4 A**
UNLIKELY – could occur at some time.	**1 L**	**1 L**	**2 M**	**3 H**	**4 A**
RARE – may occur only in exceptional circumstances.	**1 L**	**1 L**	**2 M**	**3 H**	**3 H**

Once the level of risk has been determined take appropriate level of action using the below table:

Score & Statement	Action
4 A: Acute	**EXTREME RISK - ACT NOW** – Urgent – do something to manage these risks now. Requires Immediate attention. Stop task!
3 H: High	**HIGH RISK – ACT AS SOON AS POSSIBLE** – do something to manage these risk as soon as possible (consult with management).
2 M: Moderate	**MODERATE RISK – PLAN** – to manage these risks. (Note suggestions to manage risks and consult with management).
1 L:Low	**LOW RISK – OK** for now – Review if equipment/ materials/ work methods or procedure change. (Consult with management)

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Works to be undertaken	Steps involved	Hazards Identified	Initial Risk Level	Safety Controls	Controlled Risk Level
Event setup	**Review NHMA Rally Handbook**			**Review NHMA Rally Handbook** **Prepare an event safety checklist for each activity where required**	
Exhibitors	Club members Visitors	Fit to participate (no alcohol consumption) Appropriate insurance		No alcohol consumption during public event Visitor's insurance CoC sighted	
Tractor Pull	Erect permanent fences Set up to NHMA guidelines	Moving tractors Rollovers Pedestrians Personal injury		Only safety officers and tractor drivers in compound. Supervise machinery operations/ safety officer controlled **Review NHMA Rally Handbook**	
Loading & Unloading of Tractors	Loading ramp used	Moving tractors Rollovers Pedestrians Personal Injury		Safety personnel supervising. Guidelines for working around trucks (Loading & Unloading) **Safety checklist**	
Vintage Engines & Displays	Set up to NHMA guidelines Displays inspected by section safety officer	Safe to operate Traffic Pedestrians Personal injury Collisions		Be aware of traffic / appropriate signage. Be aware of pedestrians/ training. Supervise machinery operations/ safety officer controlled. **Review NHMA Rally Handbook** **Safety checklist** to be completed	
Static Car, Truck & Motorbike Display	Set up Display	Pedestrians Traffic Collisions		**Review NHMA Rally Handbook** Be aware of pedestrians. Be aware of traffic. Be aware of surroundings. **Event Safety checklist** to be completed	

Moving Machinery	**Review NHMA Rally Handbook**	Pedestrians Traffic Collisions Personal injury		**Review NHMA Rally Handbook** Be aware of pedestrians. Be aware of traffic. Be aware of surroundings. **Event Safety checklist**	
Quad bikes	Training and assessment	Personal injury Rollovers Pedestrians Vehicles		Responsible trained operators. **Quad bike operation checklist**	
BBQ Tea On site caters	Gas BBQ Bottled gas Electrical cooking equipment	Personal injury Pedestrians Explosion / fire		Responsible trained operators. Barriers erected. **Event Safety checklist** to be completed	

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Appendix 2 –Risk Assessment Blank Form

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NHMA RISK ASSESSMENT

Name of Club:

Rally Coordinator:	Notes
Safety Officer(s):	
Event Description:	
Location:	
Date:	

Emergency Contacts	Notes
Ambulance	
Police	
Fire	

Rally/Event Contacts	Notes
Rally Coordinator	
Safety Officer	

NHMA Contacts	Notes
President (Peter Garnham) – 0401-895482	Contact either in the case of accident or injury
Secretary – (David Toyne) – 0447-015991	

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Instructions: Conduct a risk assessment of the work to be undertaken (worklist attached on following pages). Firstly identify any hazards associated with the work remembering that:

A Hazard is *anything* with the potential to cause HARM to persons or the environment.

Then using the risk matrix below, assess the level of risk remembering that:

A Risk is the *probability (likelihood)* and *consequences* arising from exposure to a hazard.

	CONSEQUENCES: How severely it hurts someone (if it happens).				
LIKELIHOOD How likely is it to happen?	**Insignificant** No injuries.	**Minor** First aid only; spillage contained at site	**Moderate** Medical treatment; spillage contained at site with help	**Major** Serious bodily injuries; all activities ceased	**Catastrophic** Death: toxic release of chemicals.
ALMOST CERTAIN– expected in most circumstances.	**3 H**	**3 H**	**4 A**	**4 A**	**4 A**
LIKELY– will probably occur in most circumstances	**2 M**	**2 H**	**3 H**	**4 A**	**4 A**
POSSIBLE – might occur at some time.	**1 L**	**2 M**	**3 H**	**4 A**	**4 A**
UNLIKELY – could occur at some time.	**1 L**	**1 L**	**2 M**	**3 H**	**4 A**
RARE – may occur only in exceptional circumstances.	**1 L**	**1 L**	**2 M**	**3 H**	**3 H**

Once the level of risk has been determined take appropriate level of action using the below table:

Score & Statement	Action
4 A: Acute	**EXTREME RISK - ACT NOW** – Urgent – do something to manage these risks now. Requires Immediate attention. Stop task!
3 H: High	**HIGH RISK – ACT AS SOON AS POSSIBLE** – do something to manage these risk as soon as possible (consult with management).
2 M: Moderate	**MODERATE RISK – PLAN** – to manage these risks. (Note suggestions to manage risks and consult with management).
1 L:Low	**LOW RISK – OK** for now – Review if equipment/ materials/ work methods or procedure change. (Consult with management)

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Works to be undertaken	Steps involved	Hazards Identified	Initial Risk Level	Safety Controls	Controlled Risk Level

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Appendix 3 – Incident Report Form

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NHMA INCIDENT REPORT FORM

- **Please complete as much of this form as you can.**
- **This information may be important if an insurance claim is brought against your club.**
- **Please forward the completed form to the NHMA Secretary email: secretary.nhma@gmail.com**

Page 1 – Club/event/venue details
Page 2 – Personal injury report
Page 3 – Damage to third party property report

Incident Details

Club Name:	
Contact Person:	
Contact Number:	
Contact Email:	
Event:	
Date	
Time	
Venue	
Address	
Was this a club event?	

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Personal Injury

WHO WAS HURT?

Person's Full Name:	
Male/Female:	
D.O.B.:	
Full Address:	
Postal Address:	
Contact Number:	
Contact Email:	

WHAT HAPPENED?

Provide details of the activity, location, and cause of injury. (The more details the better.)	

INJURY DETAILS

Details of injury Part of the body Type of injury	

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TREATMENT DETAILS

Was any treatment given? By Whom? • First aid • Ambulance • Hospital Outcome (if known)	

WHERE THERE ANY WITNESSES?

Names(s) Contact details	

CORRECTIVE ACTIONS

Were any corrective actions necessary? Is so what? By whom?	

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Damage to Third Party Property

OWNER

Person's Full Name:	
D.O.B.:	
Licence No.: (if vehicle involved)	
Full Address:	
Contact Number:	
Contact Email:	

WHAT HAPPENED?

Provide details of the activity,location, and cause of the damage, along with details of who may have caused the damage. (The more details the better.)	

DAMAGE DETAILS

Provide details about thedamage sustained.	

REMEDIAL ACTION

Was any remedial action taken?	

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WHERE THERE ANY WITNESSES?

Names(s) Contact details	

CORRECTIVE ACTIONs

Were any corrective actions necessary? Is so what? By whom?	

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Appendix 4 – NHMA Insurances

Summary of Insurance Policies Held by NHMA

For and on behalf of Affiliated Clubs and their members.

Periods of Insurance

- 16:00 AEST, 31st July 2025 – 16:00 AEST, 31st July 2026

General and Products Liability

- Insured
  - NHMA
  - Member clubs
- Limits of liability
  - Public Liability - $20M – Each and every occurrence
  - Advertising Injury - $20M – Each and every occurrence
  - Products Liability - $20M – Each and every occurrence and in the aggregate
  - Property in physical or legal control - $250k – Each and every occurrence and in the aggregate
- Excess
  - $1,000 any one Occurrence except:
    - $25,000 each and every occurrence with respect to injury to contractors and their employees
  - $5,000 any one Occurrence in respect of claims arising out of or in any way connected with Personal Injury to any member or voluntary workers of the Insured
- Exclusions
  - Cyber incident or act
  - Data loss
  - Pandemic

Professional Indemnity Insurance

- Insured
  - NHMA
  - Member clubs
  - Insured Person
    - Director, officer, employee of NHMA or member club
- Limit of liability
  - $2M in total for all covers
- Policy coverage
  - Professional Indemnity
  - Directors and Officers
  - Association Reimbursement
    - Where the association is legally required to indemnify an Insured Person
  - Association Loss
    - Where association suffers loss due to wrongful act of an Insured Person
  - Employment Practices
  - Fidelity Loss
    - Loss from dishonest or fraudulent acts of an Insured Person
  - Taxation Investigation costs
  - Unintentional Defamation

  - Loss or damage to documents
  - Unintentional infringement of patent
  - Unintentional breach of confidentiality
  - Unintentional breach of section V of the Trade Practices Act
- Excess
  - Professional Indemnity - $5k
  - Directors and Officers - $NIL
  - Association Reimbursement - $2K
  - Association Loss - $5k
  - Employment Practices - $10K
  - Fidelity Loss - $2K
  - Taxation Investigation costs - $2K

Volunteers Insurance

- Insured
  - NHMA
  - Member clubs
- Insured Persons
  - All Voluntary Workers of the Insured
- Scope
  - Only whilst the Volunteer is undertaking authorised work for and under the control of the Insured
  - Travelling directly to and from the place of work
  - Volunteer has been appropriately inducted and can carry out the tasks unassisted
    - Note this does not mean that in order to work as a volunteer they must be able to work alone, but rather that they are fit for the task in hand and capable of carrying it out.
- Limit of liability
  - Aggregate limit - $1M
- Excess
  - $25 for medical expenses
  - Nil for other claims
- Benefits
  - Range of benefits stipulated, depending on the nature of the injury
- NHMA Requirements
  - Volunteers are appropriately inducted so they know the requirements of their role and any associated hazards.
  - Volunteers are entered in the event daybook recording:
    - Time commencing/finishing work.
    - Role.
    - Any incidents.
  - Volunteers are not to enter compounds whilst any displays are ***operating.***
    - Volunteers delivering items to members in compounds should do so at the compound gate or across the fence.

Marine Transit Insurance:

- Insured
  - NHMA
  - Member clubs
  - Members of those clubs

- Scope
    - Our policy covers members equipment whilst it is being loaded, transported, and unloaded to and from a rally
    - Equipment includes all the usual items our members might display, including engines, tractors, vehicles, steam engines, farm machinery etc.
    - The policy covers items being transported on a truck, trailer, ute or car.
- Limit of liability
    - Limit for any one claim - $50,000
- Excess
    - $500
- Limitations
    - The policy DOES NOT cover items being driven to a rally
        - This means that the policy does not cover, say, a tractor that is being driven to a rally, or the truck or trailer on which display items are loaded
    - The policy does not cover vehicles being towed to a rally (e.g. a vehicle being towed on an A frame, a trailer or vintage caravan)
    - The policy does cover vehicles being driven a minimum distance for the purposes of loading at the rally or storage site – it is not intended as a vehicle policy
    - All second hand items will need to be photographed once loaded to show the condition of the items prior to any damage that gives rise to a claim.
        - We would recommend that you take photos of all of you items that are being transported to show that they are properly loaded and restrained.
        - We do not need you to send us the photos, they will only be required in the event of a claim being lodged.
        - The policy is a single point of call only, which means that if an item is insured elsewhere (e.g. Shannons) then the NHMA policy will not cover the item, regardless of the size of the claim.

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Appendix 5 – Summary of State and Territory Laws on BAC and Driving

Summary of State and territory laws on BAC and driving (as at September 2015)		
Australian Capital Territory	The legal BAC limit applying to learner, provisional and probationary drivers, drivers classed as 'special drivers' and restricted licence holders is zero BAC. The legal limit for drivers of cars, trucks and buses (excluding public vehicles) up to 15 tonnes GVM and riders of motorcycles who hold a full licence (gold) is below 0.05 BAC.	The legal BAC limit applying to drivers of heavy motor vehicles exceeding 15 tonnes GVM, dangerous goods vehicles, public vehicles (taxis, buses and private hire cars) and Commonwealth chauffeur cars is zero BAC.
New South Wales	A zero BAC limit applies to all learner licence holders, provisional P1 licence holders, provisional P2 licence holders and interlock licence holders (where the licence was issued on or after 1 February 2015). For drivers not listed elsewhere it is 0.05 BAC.	For drivers of trucks over 13.9 tonnes GVM, all drivers of public passenger vehicles within the meaning of the *Passenger Transport Act 1990* and drivers of any vehicles carrying dangerous goods or radioactive substances it is 0.02 BAC.
Northern Territory	For unlicensed and learner drivers, provisional licence holders, drivers under 25 with less than three years' experience it is zero BAC. For drivers not listed elsewhere it is 0.05 BAC.	For drivers of vehicles over 15 tonnes GVM, public passenger vehicles, dangerous goods vehicles, vehicles with people unrestrained in an open load space and vehicles carrying more than 12 people; and for driving instructors while instructing, licensed drivers under the age of 25 who have been licensed for less than three years it is zero BAC. For drivers not listed elsewhere it is 0.05 BAC.
Queensland	For learner licence holders, probationary licence holders, provisional licence holders, class RE licence holders for the first year of holding a motorbike licence, restricted licence holders, licence holders subject to a 79E order, interlock drivers, driver trainers while giving driver training and unlicensed drivers it is zero BAC. For drivers not listed elsewhere it is 0.05 BAC.	For drivers of trucks, public passenger vehicles, articulated motor vehicles, B-doubles, road trains, vehicles carrying placard load of dangerous goods, tow trucks and pilot or escort vehicles it is zero BAC. For drivers not listed elsewhere it is 0.05 BAC.
South Australia	For learner permit holders and provisional and probationary licence holders it is zero BAC. For drivers not listed elsewhere it is 0.05 BAC. Note that unlicensed drivers are also subject to zero BAC.	For drivers of vehicles over 15 tonnes GVM, prime movers with an unladen mass less than 4 tonnes, taxis, buses, licensed chauffeured vehicles and vehicles carrying dangerous goods it is zero BAC.
Tasmania	For unlicensed and learner drivers, provisional licence holders, people convicted of causing death driving a motor vehicle, people with three or more drink-driving convictions in 10 years it is zero BAC. For drivers not listed elsewhere it is below 0.05 BAC.	For drivers of all public passenger vehicles (e.g. buses and taxis) and vehicles exceeding 4.5 tonnes GVM it is zero BAC.
Victoria	For car and motorcycle learner and probationary drivers, people who get their licence or permit back after being disqualified from driving (this applies for	For drivers of vehicles over 15 tonnes GVM, all taxi and bus drivers, and some emergency vehicle drivers it is zero BAC. Otherwise 0.05 BAC.

	three years from that date); people who have an interlock condition on their licence; professional driving instructors; motorcyclists in the first three years of holding a licence; and drivers with a Z condition on their licence it is zero BAC. Otherwise below 0.05 BAC.	
Western Australia	Novice drivers (licence held less than two years): zero BAC Not a novice driver: 0.05 BAC Except: • provisional licence holders (not novice drivers) • extraordinary licence holders • drivers who have been convicted of a prescribed alcohol-related offence after 1 January 1998 must not drive with a blood alcohol concentration equal to or exceeding 0.02 BAC for a period of three years.	Novice drivers (licence held less than two years): zero BAC Not a novice driver: 0.05 BAC Except: • provisional licence holders (not novice drivers) • extraordinary licence holders • drivers who have been convicted of a prescribed alcohol-related offence after 1 January 1998 must not drive with a blood alcohol concentration equal to or exceeding 0.02 BAC for a period of three years.

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Appendix 6 – Hot Work Checklist, Controls and Flowchart

Hot work is any activity that has the potential to create an ignition source (examples are welding or grinding) that may ignite flammable materials present in the planned hot work job or area. Consideration to Total Fire Ban days and State legislation must be included before commencing any hot work.

This Appendix is supplied to assist clubs in managing any work hot work activities be that at a rally ground or any other club sanctioned activity

Hot Work – Risk Assessment	Yes	No
Can task be done by a **NON HOT WORK** method?		
Can task be moved to a **DESIGNATED HOT WORK AREA?**		
Is hot work task to be conducted in a **HOT WORK PROHIBITION ZONE?**		
Is hot work task in a **HIGH RISK ZONE (designated known high risk zone)?**		
Are **FIRE SPRINKLERS** or **HOSE REELS** or **HYDRANTS** out-of-service or impaired?		
Has a **TOTAL FIRE BAN** for the region been declared by the local Fire Authorities?		
Is there a risk from **HAZARDOUS SUBSTANCES** (incl. empty drums) within 15m?		
Is task to be performed at an **ELEVATED WORK AREA**?		
Are there **COMBUSTIBLE MATERIALS** or **COMBUSTIBLE SURFACES** within 10m radius? Consider dry grass, oily rags, flammable materials, the fire rating of the building materials.		
Are **COMBUSTIBLE MATERIALS** on other side of walls at risk due to **HEAT TRANSFER?**		
Is **WETTING of COMBUSTIBLES & SURFACES** being used as a control?		
Are there any **WALL OR FLOOR PENETRATIONS** or other holes or openings within 10m radius?		
Is Hot Work task on an **ENCLOSED VESSEL**?		
Is Hot Work task within a **CONFINED SPACE**?		
Are there any **CONVEYORS** or **EXTRACTION** systems within 10m radius that may need to be isolated?		
Is task on **PIPEWORK** for conveying **COMBUSTIBLE MATERIALS**?		
Are there any exposed **CABLE TRAYS** within 10m radius?		
Are there any **COMPUTERS** or **SCANNING EQUIPMENT** that could be affected?		
Does hot work task include **MANUAL METAL ARC WELDING (MMAW)?** *(known as "Stick Welding")*		

Hot Work – Controls	Yes	No
Are **FIRE HOSES/REELS** rolled out, charged, and tested?		
Are **PORTABLE EXTINGUISHERS** available (appropriate type, number, and location)?		
Is **HOT WORK EQUIPMENT** in good working condition and been tested?		
Have all personnel been provided required **Personal Protective Equipment (PPE)**?		

CONTINUOUS fire watch personnel assigned including meal breaks & 30 minutes post job		
Frequency and duration of POST JOB CHECKS		
Has METHOD OF RAISING FIRE ALARM and EMERGENCY COMMUNICATION been identified?		
Have all personnel received adequate TRAINING in Hot Work?		
Are risks to OTHER PERSONNEL controlled?		

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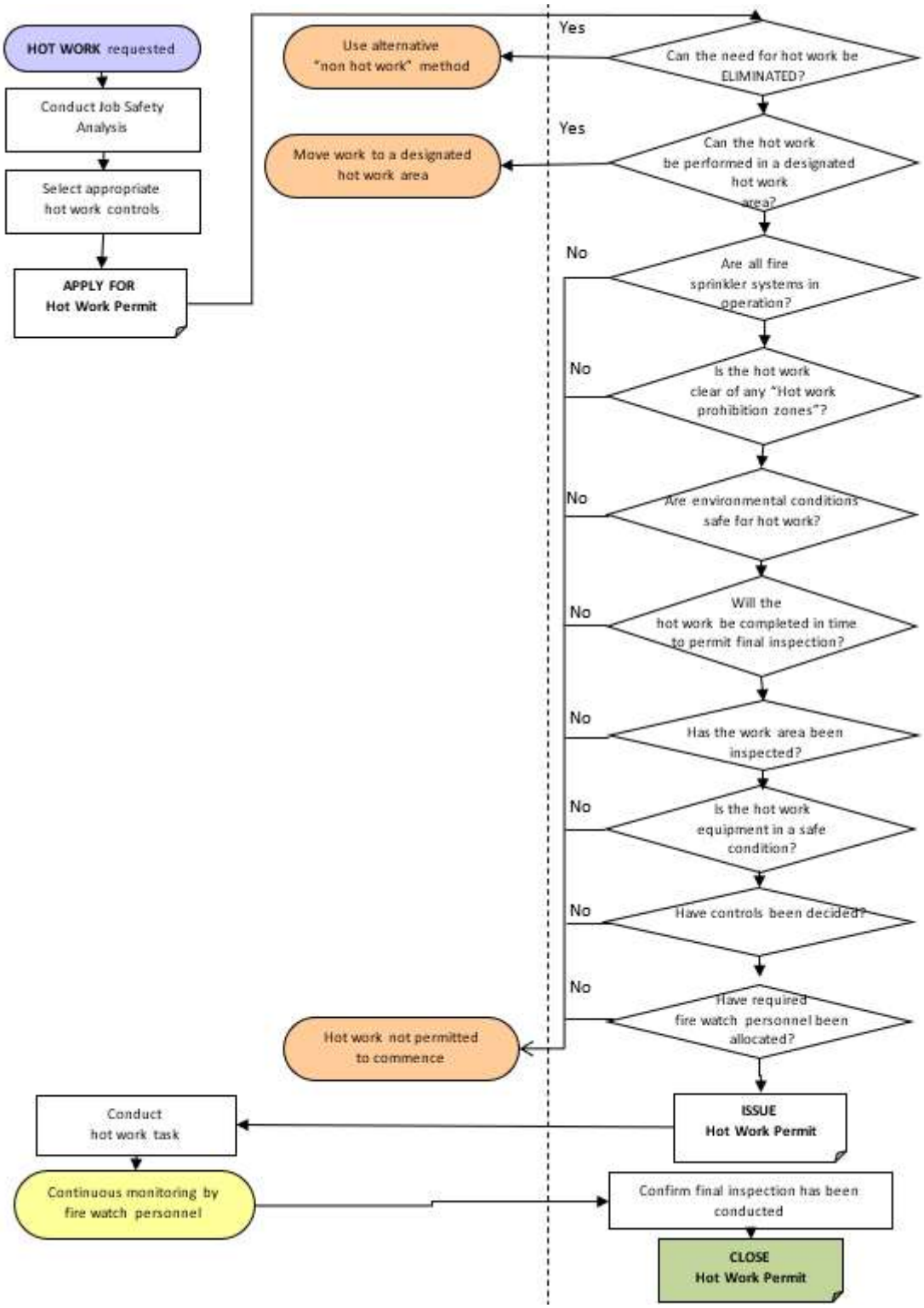

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Appendix 7 – Working at Heights Checklist and Controls

Working at heights is any activity requiring persons to work at any height where a fall would cause injury. The 2 metre height noted in the risk assessment is a guide only.

Working at Heights definition and management is determined by State legislation and clubs must make themselves aware of the requirements pertaining to their State.

This Appendix is supplied to assist clubs in managing any work at height activities be that at a rally ground or any other club sanctioned activity.

SECTION 2: RISK ASSESSMENT	Yes	No
Can task be done on ground level or less than 2m fall height – i.e. **WITHOUT WORKING AT HEIGHTS**?		
Is task to be done from a permanent platform rated as a **SOLID CONSTRUCTION** (including access by fixed ladder or stairway)?		
Is the task to be performed on a roof structure?		
Is task to be done from or using a temporary work platform – e.g. **SCAFFOLDING / EDGE PROTECTION**?		
Is an Elevated Work Platform (**BOOM LIFT or SCISSOR LIFT**) required to access or perform the task?		
Is task to be done from a **CRANE WORK BOX**?		
Is task to be done from a **TRESTLE WITH EDGE PROTECTION**?		
Is task to be done with an **INDUSTRIAL ROPE ACCESS WORK POSITIONING SYSTEM?**		
Is task to be done with a **RESTRAINT TECHNIQUE HARNESS SYSTEM?**		
Is task to be done with an **INDIVIDUAL FALL ARREST HARNESS SYSTEM?**		
Does task or method of access require use of a **FIXED LADDER?**		
Does task or method of access require use of a **PORTABLE LADDER?**		
Is there a risk of falls or other risks due to **POOR WEATHER** (e.g. High winds, rain, snow, ice, electrical storms, heat, glare)?		
Is there a risk of falls due to FRAGILE OR BRITTLE SURFACES (e.g. skylights, asbestos, corroded sheet metal etc)?		
Is there a risk of electric shock from ELECTRICAL CONDUCTORS within 4m of work area or movement of conductive materials?		
Is there a risk of injury from OTHER OVERHEAD HAZARDS (e.g. fixed objects)		
Is there a risk of injury to other personnel due to DROPPED OBJECTS (e.g. tools / materials/plant/equipment)?		

SECTION 3: CONTROLS	Yes	No
Have all personnel been provided required **PPE**?		
Have all personnel received adequate **TRAINING** in Working at Heights?		

Have competent **STANDBY PERSONNEL** been assigned (where required)?		
Have **COMMUNICATIONS ARRANGEMENTS** been put in place and discussed?		
Have **EMERGENCY PROCEDURES** been documented and discussed?		
Has **EMERGENCY EQUIPMENT** been put in place and inspected / tested?		
Any additional precautions to be taken?		

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Appendix 8 – Confined Spaces

Confined spaces is any workspace that is not a place of normal work and has the potential to have limited access, ventilation or lighting.

Boilers, pressure vessels, sumps, tanks and enclosed spaces are typical examples of confined spaces.

Any work that may involve entry to a confined space must follow the State legislation for identifying and managing entry to confined spaces. This will include trained persons, gas monitoring, watchers and emergency procedures.

This Appendix is supplied to assist clubs in identifying a confined space and managing any work in confined spaces be that at a rally ground or any other club sanctioned activity**.**

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Appendix 9 – Standard Operating Procedures

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Metal Lathe SOP

Prestart

- Lathe may only be used with permission.
- Only authorised operators (familiar with the operation and controls) or persons under instruction may operate the lathe.
- Review the SOP before using the lathe.
- No loose clothing allowed. Gloves must not be used when the lathe is operating.
- Eye protection must be worn. Safety googles must be worn over spectacles unless they have approved polycarbonate lenses.
- No jewellery to be worn including necklaces / chains and rings - Long hair must be contained.
- Check E-STOP is operational and easily reached from the working position.
- Complete a pre-start, checks including all switches, leads and plugs.
- Ensure any appropriate testing and tagging is within test date.
- Ensure the lathe (in particular lead screws and chuck is clear of swarf, rags and unnecessary tools.
- Check all manual controls handwheels etc. operate freely.
- Ensure lathe tools and mountings are in serviceable condition and suitable for the task before use.

Lathe Operation

- The lathe may only be used for work within its designed capability. No oversize work permitted.
- Do not over-reach when using the lathe.
- Ensure any feed levers are in the neutral position before starting chuck.
- Rotating chuck must come to a complete stop before measuring, marking or touching work piece.
- Do not allow excessive swarf to build up, turn off machine to remove swarf using swarf tool or appropriate tools.
- Remove chuck key from chuck immediately after use.
- Never leave the lathe running unattended.
- In the event of a machine fault cease operation and report the issue to the supervisor.
- If files are to be used on rotating work, they must have a handle and be used in the left hand.
- Ensure machine electrical isolator is open before removing and guards to make adjustments.

Shutdown

- Open machine electrical isolator on completion of operation.
- Return all tools and tool bits to storage.
- Clean machine of swarf and foreign materials.

Peter Garnham
President NHMA

NHMA Inc.
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SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

PLANER/THICKNESSER

Risks	Safety Controls
1. Risk of entanglement 2. Wood Chips in eyes/Noise 3. Cutters rotating at high speed 4. Striking 5. Kickback from work piece	1. Eliminate loose clothing/long hair 2. Wear safety glasses/ear muffs 3. Keep hands clear of cutters 4. Ensure guards are in place 5. Do not stand behind work piece 6. Follow correct cutting direction

Procedures

1. Adjust depth of cut for light pass. Make small cuts
2. Adjust work piece gauges and guides
3. Ensure guards are in place
4. Ensure dust extraction on and shut off gate is “open”
5. Switch on and wait for cutter to reach full speed
6. Always feed the work against the rotation of the cutter
7. Hold Work piece in position against guides. Beware of “Kick Back”
8. Use push sticks where required for small work pieces
9. Switch off at machine. Not at the wall
10. When cutter rotation stops, remove work piece & clean up

SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

CIRCULAR SAW BENCH

Risks		Safety Controls
1. Dangerous saw blade		1. Wear GOGGLES
2. Woodchips & dust in eyes		2. Wear EAR MUFFS
3. Noise		3. Use PUSH STICKS

Procedures

1. Adjust height of safety guard to suit thickness of timber to be sawn
2. Set height of saw blade
3. Check Dust Extractor is ON & Gate OPEN
4. Check position of Fence
5. Switch saw ON
6. Cut timber using PUSH STICKS for small pieces & at the end of the cut
7. Wait for saw to STOP before picking up the pieces
8. Turn saw OFF and close Extractor Gate
9. Clean up

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SAFE OPERATING PROCEDURES

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ROUTER BENCH

Risks		Safety Controls
1. Woodchips in eyes 2. Rotating cutter very dangerous 3. Kickback from work piece 4. Noise		1. Wear GOGGLES/EAR MUFFS 2. Keep fingers clear of Cutter 3. Wait until Bit rotation stops 4. Follow correct cutting direction

Procedures

1. Ensure cutter bit is tightly locked in the chuck & free to rotate
2. Lock at the correct height using machine lock & adjustment lock nuts
3. Ensure guards are in place
4. Switch "On"
5. Allow to reach full speed
6. Check dust extraction is "On"
7. Hold wood firmly to table - feed edge to cutter - Beware of Kickback
8. Always feed the work against the direction of rotation of the bit
9. Use repeated small cuts rather than one deep cut
10. Switch off at the machine (not wall) - wait until the bit stops rotating
11. Remove work piece
12. Clean up

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SAFE OPERATING PROCEDURES

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DRILL PRESS

Risks		Safety Controls
1. Shavings in Eyes 2. Clothes/hair caught in machine 3. Chuck key left in - can throw 4. out when machine starts		1. Wear GOGGLES 2. Wear HAIR COVER 3. Keep HANDS away from drill bit 4. Clamp down work piece

Procedures

1. Lock drill bit in chuck using chuck key
2. Locate drill bit over target mark. If possible, clamp down the work
3. Turn on machine - wait for full speed
4. Using manual lowering arm, move drill through material, backing off to clear swarf if necessary
5. Do not move material during the drilling operation
6. Lift drill to its rest position, turn off & wait until rotation of the bit stops
7. Remove work piece & clean up
8. Clean up

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SAFE OPERATING PROCEDURES

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BELT SANDER & DISC GRINDER

Risks		Safety Controls
1. Risk of entanglement 2. Wood Dust in eyes/Noise 3. Belt/Disc rotating at high speed		1. Eliminate loose clothing/long hair 2. Wear safety glasses/ear muffs 3. Keep hands clear of belt/disc 4. Ensure table secure

Procedures

1. Adjust disc table as required
2. Switch on and wait for belt/disc to reach full speed
3. Adjust work piece gauges and guides
4. Ensure dust extraction on and shut off gate is “open”
5. Always feed the work against the rotation of the belt
6. Hold Work piece lightly in position on belt/disc.
7. Beware of “Kick Back”
8. Switch off at machine. Not at the wall
9. When belt rotation stops, clean up

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SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

WOOD LATHE

Risks		Safety Controls
1. Risk of entanglement 2. Wood Chips in eyes/Noise 3. Work/Chuck rotating at speed 4. Work piece can fly out at start-up		1. Eliminate loose clothing/long hair 2. Wear safety glasses/ear muffs 3. Keep hands clear of work/chuck. 4. Check work piece position, centre and rotation of direction prior to start

Procedures

1. Seek instruction if not fully familiar with the wood lathe
2. Adjust and centre the work piece before work
3. Ensure chuck installed correctly and adjusted for work piece
4. Lock Tail Stock and Tool Rest in position
5. Set rotation speed and direction appropriate for the work
6. Ensure dust extraction on and shut off gate is “open”. Position chip collector
7. Switch on and wait for work to reach set speed
8. Make small cuts with appropriate hand tool or chisel
9. Keep work area as clear as possible and free of large quantities of chips
10. Switch off at machine then at the wall if finished work for the day.
11. Clean up

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SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Sliding Compound Saw

Risks		Safety Controls
1. Woodchips in eyes 2. Can cut fingers on blade 3. Kickback from work piece. 4. Noise		1. Wear GOGGLES/EAR MUFFS 2. Keep fingers clear 3. Ensure blade at full speed before commencing cut

Procedures

1. Check guard is in place & functioning satisfactorily
2. Turn on Dust Extractor
3. Place timber flat onto cutting bed & clamp into position against fence
4. For long cut pull saw back - keep well above the timber
5. Switch "On" - hold button down until blade has reached full speed
6. Lower and PUSH blade through timber - do NOT pull to cut
7. Release "On" switch - wait for blade to stop
8. Lift saw & return it to its rest position
9. Remove work piece
10. Clean up

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SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Band Saw

Risks		Safety Controls
1. Sawdust in eyes 2. Noise 3. Can cut fingers on blade		1. Wear GOGGLES/EAR MUFFS 2. Lower guard to just clear work 3. Do not Trap the blade 4. Use push sticks - not fingers

Procedures

1. Turn on extractor
2. Lower guard to just clear job then turn saw on
3. Move timber slowly onto blade, following design lines on timber
4. Do not trap the blade or go backwards through the cut
5. For complicated patterns use multiple cuts at different angles
6. If the blade jams - SWITCH OFF before moving the work piece
7. Keep Hands, Fingers & Arms away from the blade
8. Switch "Off" at the machine & wait for blade to stop
9. Remove work piece
10. Clean up

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SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

DROP SAW

HAZARDS, RISKS & RISK CONTROLS		
Hazard	**Potential Risk**	**Risk Controls**
Safety		
Sharp Objects Moving objects Unguarded blade	Laceration	▪ Don't hold saw blade by the teeth when changing blades. ▪ Make sure machine is unplugged ▪ Keep hands clear of saw when cutting ▪ Wear Safety Glasses and correct PPE ▪ Always cut away from self - saw cutting forward ▪ Exercise caution when exposing the blade while running - beginning cut etc.
Uncontrolled movement	Pinch Points	▪ Ensure that work piece is securely held flat on a surface and hard against a guide if possible.
Uncontrolled movement	Struck by	▪ Ensure work piece is securely held. ▪ Keep saw out of the way when adjusting work.
Heavy/ Awkward Loads	Lifting	▪ Use mechanical lifting device where necessary. ▪ Assess the load and use dual lift where necessary. ▪ Use correct manual handling techniques and balance load. ▪ Do not exceed your capabilities
Objects on ground	Falling	▪ Keep work area cleaned and uncluttered.
Environment		
Dust	Inhalation Eye Contact	▪ MDF = wear dust masks ▪ Avoid using on windy days / in windy areas. ▪ Use in an enclosed / barricaded area (workshop) to limit dust particles and noise escaping.
Sparks Saw dust buildup	Fire	▪ If cutting significant amount put dust extraction onto saw or regularly clean / sweep the area to stop dust build up ▪ Do not run saw in stationary position. It can bog down - friction burns.
Plant Damage		

Improper use of saw	Overload saw	▪ Do not force saw to cut timber ▪ If blade jams while cutting release trigger
	Damage to blade	▪ Check material for nails / screws / irregular materials, etc prior to cutting
	Damage to supports	▪ Be aware of where supports are. ▪ Check depth of blade ▪ Set stands clear of line of cut.
Quality		
Improper use of saw	Rough cut Un-straight cut	▪ Use correct blade for job (ripping & Cross cut) and correct depth adjustment. ▪ Don't rush ▪ Use guides as required. ▪ Use jigs / guide to assist in cutting straight / square ▪ Use correct feed speed to make a clean cut.
Fatigue		
Continual use	Reduced coordination and alertness	▪ Avoid using the equipment continuously for long periods. ▪ Take short rest breaks to relieve concentration.
	Muscular weariness or cramps	▪ When using the equipment for a significant amount of time, change body position from time to time. ▪ Avoid squatting as this may restrict circulation. ▪ Take short breaks and stretch the limbs to maintain good circulation.
Hearing Protection		
Noise	Hearing damage	▪ Assume the noise generated will be 85 dB or greater ▪ Wear suitable hearing protection for the duration of the work
Plant Isolation		
Uncontrolled movement	Injury from moving parts while making adjustments	▪ Ensure the equipment has stopped all motion, is turned off and disconnected from any power source.
Electricity	Electric shock	▪ Ensure the power cannot be plugged in and turned on accidentally by using an isolation/lockout device on the equipment power source.

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STANDARD OPERATING PROCEDURE

PPE Required:


Rules and Procedures for Operation

- Ensure equipment is "Fit for Duty":
- Check lead and plug for damage
- Test date is current.
- Safety devices are in place. (Trigger switch, Blade Lock etc)
- No missing teeth (Visual).
- Test and Tag is current.
- Guard is retractable

DO NOT USE ON STEEL – TIMBER ONLY

- Use all appropriate PPE including face shield, earplugs, close fitting clothing and safety footwear.
- Make sure blade is secure on spindle and all guards are in place. Ensure this check is done when machine is unplugged/isolated
- Check the piece of timber for foreign material (nails, screws or staples)
- Ensure work piece clamped or held securely

- Make sure the blade is the correct size for the saw, there are the correct number of teeth for application i.e. Rip or Cross Cut, and the blade is correct for the material i.e. wood/metal
- Pull trigger and wait for full revs before pushing slowly through timber

- Be careful when putting the tool on the ground. (Make sure blade has stopped spinning). Always make sure housekeeping is acceptable and there are no loose items on the ground
- Upon completion of work clean up area around machine and place back into correct storage area.
- Before leaving the Job:
- Ensure all waste is disposed of correctly
- ENSURE ALL TOOLS ARE PUT AWAY IN THEIR PLACE

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PO Box 2024
Idalia
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SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

ELECTRIC WELDING

DO NOT **use this equipment unless you have been instructed in its safe use and operation**

STANDARD OPERATING PROCEDURE

PPE Required:

Key Operating Principles

- Ensure equipment is in good working condition – "Fit for Duty". i.e. Check lead and plug for damage.
- Use all appropriate PPE including welding shield, gloves safety glasses, close fitting clothing, safety footwear and respiratory equipment.
- Ensure work piece is prepared, cleaned and securely held.
- Do not place material being welded directly on concrete floors.
- Plan your work and work to your plan, comply with all statutory requirements.
- Familiarise yourself with the equipment, check leads, hand piece and earths.
- Secure and screen off the work area, welding leads & power cable must not cross walkways or open spaces & welding flashers should be contained.
- Clean up work area on completion & ensure all hot work pieces are marked.
- All leads and power source to be tagged each month.
- Voltage Reduction Unit to be fitted.
- Machine to be isolated and disconnected before maintenance is performed

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RISKS & SAFETY PRECAUTIONS
Safety

Potential Risk	Precaution
Laceration and Burns	↓ Remove all burrs and sharp edges from work piece. ↓ Ensure all hot work is marked and placed in a secure safe area.
Caught between	↓ Ensure work piece is securely held.
Struck by	↓ Ensure all unnecessary tools and materials are removed from work area.
Lifting	↓ Assess the load and if you need help, get it. ↓ Use appropriate lifting equipment. ↓ Use correct manual handling techniques.
Falling	↓ Keep immediate work area clean and uncluttered.
Electric Shock, Ultra-violet & Infra-red Radiation	↓ Ensure welding machine & work piece is earthed ↓ Check machine & leads before commencing ↓ Do not weld in wet conditions ↓ Remain a safe distance from welding arc. ↓ Shields & barriers to be placed around work area to protect other employees and visitors
Fumes	↓ Ensure adequate ventilation in work area. ↓ Welding or cutting must not be done in areas containing combustible gases, vapours, and dust or flammable materials.
FATIGUE	
Potential Risk	**Precaution**
Reduced coordination and alertness	↓ Avoid using the equipment continuously for long periods. ↓ Take short rest breaks to relieve concentration.
Muscular weariness or cramps	↓ When using the equipment for a significant amount of time, change body position from time to time. ↓ Avoid squatting as this may restrict circulation. ↓ Take short breaks and stretch the limbs to maintain good circulation.
HEARING PROTECTION	
Hearing damage	↓ If working in an area where noise exceeds 85Dba then hearing protection is required.
Plant Isolation	
Electrical shock	↓ Ensure welder is turned off and power isolated before carrying out any adjustments on the welder and associated attachments.
	↓ **House Keeping-Before leaving job** ↓ Switch off the equipment. Leave the work area in a safe, clean and tidy

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SAFE OPERATING PROCEDURES

ONLY APPROVED OPERATORS ALLOWED TO USE MACHINERY. CHECK GENERAL SAFETY RULES BEFORE OPERATION.

GENERAL POWER TOOLS

DO NOT **use this equipment unless you have been instructed in its safe use and operation**

STANDARD OPERATING PROCEDURE

PPE Required:

Key Operating Principles

- Ensure equipment is in good working condition – "Fit for Duty". I.e. check lead and plug for damage and that the test date is current. Make sure safety devices are in place. (Trigger switch, Blade Lock etc)
- Use all appropriate PPE including face shield, earplugs, close fitting clothing and safety footwear
- Make sure all attachments are secure and all guards are in place. Ensure this check is done when machine is unplugged/isolated
- Ensure work piece clamped or held securely where appropriate
- Ensure all safety protective devices are in place (Visual)
- Make sure the electrical tool selected is the correct one for the task
- Be careful when putting the tool on the ground. (Make sure blades or other rotating components have stopped spinning). Always make sure housekeeping is done
- Upon completion of work clean up area around machine and place back into correct storage area.

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RISKS & SAFETY PRECAUTIONS
Safety

Potential Risk	Precaution
Electric shock	✚ Ensure all electrical leads have a current test tag attached ✚ Check lead and plug for nicks, cuts or other signs of damage ✚ Ensure all electrical tools are used through *ELCB protected power outlets or in conjunction with an **RCD
Laceration	✚ Remove sharp edges or burrs from work piece ✚ Don't hold the blade, disc or any removable items by hand when changing unless the tool is isolated or unplugged ✚ Use brush not hands to sweep away shavings or grindings ✚ Keep hands clear of rotating or moving components when using ✚ Wear Safety Glasses, hearing protection and other PPE as required to do the job ✚ Always maintain a firm hold on the tool and where possible work away from your body ✚ Ensure spring type safety guards are working ✚ Use correct discs when using grinders
Struck by	✚ Ensure work piece is secure in clamps and supports ✚ Keep tool out of the way when adjusting work
Lifting	✚ Use mechanical lifting device where necessary ✚ Assess the load and use dual lift where necessary ✚ Use correct manual handling techniques and balance load ✚ Do not exceed your capabilities
Pinch Points	✚ Position hands in a safe place when securing piece into clamps and supports
Slips, trips or falls	✚ Keep work area cleaned and uncluttered
	ENVIRONMENT
Potential Risk	**Precaution**
Inhalation of dust or other air borne particles	✚ Timber, plastics, fiberglass & MDF = wear dust masks ✚ If creating a significant amount of dust use a dust extraction system and regularly clean / sweep the area to stop dust & rubbish build up
Fire	✚ Ensure a clear access to fire extinguisher ✚ Avoid a build up of combustible material

Dust / noise into neighbouring properties	✚ Avoid using on windy days / in windy areas ✚ Use in an enclosed / barricaded area (workshop) to limit dust particles and noise escaping
PLANT DAMAGE	
Overloading tool	✚ Do not force the tool into the work. ✚ If the particular tool attachment jams while using release trigger before attempting to free up
Damage to attachments	✚ Check material for nails / screws / irregular materials or obstacles, etc prior to commencing the task
Damage to supports	✚ Be aware of where supports are ✚ Check depth of cutting tools ✚ Set stands clear of line of cut or particular activity
QUALITY	
Rough finish	✚ Use correct blade, disc or attachment for job and correct depth adjustment, don't rush. ✚ Use guides as required
Un-straight cut	✚ Use jigs / guide to assist in cutting straight / square (where appropriate) ✚ Use correct feed speed to make a clean cut
FATIGUE	
Reduced coordination and alertness	✚ Avoid using the equipment continuously for long periods ✚ Take short rest breaks to relieve concentration
Muscular weariness or cramps	✚ When using the equipment for a significant amount of time, change body position from time to time ✚ Avoid squatting as this may restrict circulation ✚ Take short breaks and stretch the limbs to maintain good circulation
HEARING PROTECTION	
Hearing damage	✚ Assume the noise generated will be 85 dB or greater ✚ Wear suitable hearing protection for the duration of the work
PLANT ISOLATION	
Injury from moving parts while making adjustments	✚ Ensure the equipment has stopped all motion, is turned off and disconnected from any power source
Electric shock	✚ Ensure the power cannot be plugged in and turned on accidentally by using an isolation/lockout device on the equipment power source. ELCB – Earth leakage circuit breaker (attached to building power outlets RCD – Residual current device (portable unit)

SAFE OPERATING PROCEDURES

MANUAL HANDLING

Stop and Think – before starting

- Do a Take 5
- Am I capable of the lift
- Plan the lift
- Ask for help if needed

Standard Lift

- Can you use a mechanical aid
- Is the person capable of the lift
- Ensure your path is clear from point A to point B
- **SIZE UP** the object you plan to lift to determine if it is within your lifting capacity based on size, shape etc and get assistance if unsure
- **NEVER** stack items so that they are unstable or obstruct your vision **THIS CAN LEAD TO PERSONAL INJURY**
- Place feet close to object to be lifted, adopt a balanced position, one foot pointing in the direction of travel, the other behind the load
- Use your leg muscles to lift, allow the load to rest comfortably in your hands and arms and move in the direction of travel
- Take care when setting down the load, use leg muscles and lower the load by bending the knees
- Release your grip once the load has been securely positioned

Team Lift

- Follow the same principles as standard lift, select one or more persons to co-ordinate the lift
- All members must be comfortable, know the procedure and lift at the same time, this is the responsibility of the coordinator
- Double the people does not mean double the lift – 2 people can lift at 70% capacity each and 3 people at 50% capacity each

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Using trolleys

- Follow principles of Standard Lift when unloading/loading trolleys
- **ALWAYS STAY WITHIN SWL STAMPED ON THEM, DON'T OVERLOAD**
- Hold trolley as low as possible and push with your leg muscles, pushing is easier and safer than pulling
- If you must pull the trolley, face squarely, keep back straight, bend at the knees slightly and pull in a smooth motion

Emergency Shutdown Procedures

- Place down objects
- Alert co-worker regarding the nature of the emergency
- First aid on site
- Report to Supervisor
- Help to complete incident report

Before leaving the job

- ✓ Ensure all trolleys and mechanical lifting aids are in their place and out of the way

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Appendix 10 – NHMA Golden Rules

NHMA Golden Safety Rules

NHMA Safety Management System provides guidelines to ensure a high level of safety for our activities. The guidelines apply to all participants during all club events and activities. Below is a high-level summary of points essential to ensure compliance with the Safety Management System and maintain your and the public's safety.

- **Rally Co-ordinator -** Is responsible for the control of all exhibits and must ensure a **documented** rally risk assessment is carried out in conjunction with daily toolbox meetings.
- **Insurance and Age Limits** - The minimum age for machinery exhibitors is 10 years and all exhibitors must have appropriate public liability insurance.
- **Clothing** - Appropriate clothing and footwear should be worn at all times.
- **Exhibit Placement** - All powered mechanical exhibits must be fenced. The 1.5 away from the fence and 1 metre between exhibits rule should be followed as a minimum with flywheel and belt operation parallel to the compound fence.
- **Unloading and loading-** Ensure adequate space and the suitability of winches etc. being used. Do not hold onto suspended loads during loading/unloading exhibits but rather use a tag line.
- **Licensing -**Where applicable exhibitors and participants must be appropriately high risk licenced and pressure vessels certified.
- **Public Entry to Compounds** - Non-insured persons may enter compounds at the discretion of the rally coordinator provided that they are appropriately inducted and escorted at all times.
- **Exhibit Supervision and Refuelling** -Operating exhibits must be attended at all times by a person **capable of safely operating the device**. Internal combustion engines must not be refuelled while operating.
- **Belt Starting** -Loose belt starting of an exhibit from a running engine is prohibited.
- **Hazard Consideration -** Particular care should be given to the potential hazards of displays:
  - Drive belts, Drive chains & Drive shafts (Entanglement)
  - Gearing, cogs, wheels (Crushing & Entrapment)
  - Blades, spikes, cutters, propellers (Cutting & Crushing)
  - Exhausts, cooling water, fuel & other chemicals (Burns)
  - Excess noise
- **Alcohol & Illicit Drugs -** Must not be consumed in compounds or while operating machinery.
- **Tractor Activities -** Only permitted in a public excluded areas. Passengers are not allowed unless there is an allocated seat. Modified tractors are not permitted to take part in NHMA insured tractor pulls.
- **Driver Qualification -** Tractor operators must be appropriately licenced or accepted as competent by the Rally organisers.
- **Moving Tractors In Public Rally Spaces -** Restricted to walking pace under a marshal's supervision.
- **Public Roads -** Tractors operated on public roadway must comply with State or Territory registration, insurance and licencing requirements.
- **Static Tractor Displays -** May be displayed outside compounds provided that unauthorized access is managed, and that the vehicle is rendered inoperative and in a stationary condition.

Peter Garnham
President NHMA

NHMA Inc.
PO Box 2024
Idalia
QLD 4811

Appendix 11 – Traffic Management

RALLY TRAFFIC MANAGEMENT AND PARKING SAFETY

This information is for use on rally grounds and display areas and is not intended for use on public roads.

State and Territory Information will require specific accreditation levels for the temporary control of traffic on a public road. Please refer to your local legislation for the requirements.

When directing traffic on the rally ground or similar area we recommend the following precautions:

- **Post speed limit signs (walking pace) at the entrances to the ground and in areas of shared pedestrian and vehicle usage**
- **Where vehicles and pedestrians use a common area such as gateways fence or rope off a separate lane for pedestrian traffic**
- **All traffic marshals to wear a hi viz vest preferable signed "Traffic Marshall"**
- **When directing traffic always face oncoming vehicles never turn your back on vehicles**
- **Where possible do not walk with vehicles but rather use a series of marshals at points along the route**
- **Use clear, and simple hand signals or preferably "paddle signs"**
- **Where possible use single direction routes. If this is not possible further traffic marshals to control traffic in the alternate direction**
- **Where there are regular pedestrian crossing areas on vehicle routes these should be supervised by a traffic marshal**
- **When directing vehicles into parking spaces do not stand at the end of the space but rather to one side**
- **Mobile radio communication will assist in overall traffic management**
- **Do not engage in disputes with drivers while directing traffic. If the issue is of a serious nature refer the matter to the organisers**

Peter Garnham
President NHMA

NHMA Inc.
PO Box 2024
Idalia
QLD 4811

NHMA Inc.
PO Box 2024
Idalia
QLD 4811

Appendix 12 – Online Resources

QLD WHS Act

Movable Cultural Heritage Act

Fire Safety

Guide for Managing Risks Involving Heritage Plant

Grant Finder QLD

Grant Finder Commonwealth